

**SECRET**

5 OCT 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 5 October 1973:



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b. Legislative Pay Increase.

(1) Compensation and Tax Division representatives are working with OJCS personnel to verify the accuracy of the corrections made to the mass change computer program needed to process the legislative pay increase. Completion of testing is expected within the next ten days.

(2) Proposed notices are being sent to the Regulations Control Staff for publication to inform all employees of the new pay rates and of the fact that the increase is effective for the pay period beginning 14 October. The increase will appear in pay checks due 9 November for employees paid on a biweekly basis, and 23 November for employees paid every 4 weeks.



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2. Next week we, together with OJCS representatives, will meet with Mr. Kroll, Treasury Actuary, to reach agreement on the data elements required for the forthcoming actuarial study. We will also discuss the actions required to adapt to our requirements the computer programs (in FORTRAN) which are being utilized by Mr. Kroll for the actuarial study now in progress for the Foreign Service Retirement Act.

(signed) Thomas B. Yale

Thomas B. Yale  
Director of Finance

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